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21 July 1953

MEMORANDUM FOR: Inspector General

FROM: Assistant Director, OCD

SUBJECT: Personnel Office

REFERENCE: Your memo, subject as above, dated
1 July 1953

1. Transmitted herewith is a memorandum prepared by the OCD Administrative Officer which is responsive to the questions raised by your memo of July 1st.

2. The following are figures which you asked for when I discussed the matter with you by phone. They cover the period 1 July 1952 through 1 July 1953.

	Recruited by Personnel	Recruited by OCD
Professional		
Clerical & Machine		

25X9

25X1A

3. I've discussed Miss [redacted] memo with her, and with other key people in OCD, and I believe it is a fair statement of our relations with Personnel.

4. Mr Meloon has told me that the policy of recruiting no female clerical applicants older than 35 was intended to apply only to those being recruited for overseas duty. If the grapevine is correct, the instruction was generally misunderstood by the recruiters to apply to all female clericals. OCD does not believe that so rigid a policy as this should be adapted, because it has been our experience that a considerable number of the older women who have settled down to clerical work can be expected to stay with their jobs longer and perform more dependably than some of the youngsters. I do not mean to imply that we wish to fill our staff with elderly females, but only that we do feel very well satisfied with some of our older women and do not believe that an arbitrary age limit of 35 should be used to eliminate candidates who in other respects look like good ones.

DOCUMENT NO. _____

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: _____

NEXT REVIEW DATE: _____

AUTH: HR 70-2

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James M. Andrews

25X1A

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3 July 1953

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MEMORANDUM FOR: AD/CD

SUBJECT: Personnel Office

1. The Personnel Office has served OCD satisfactorily in almost every respect. The Administrative Staff does business on a daily basis with the Placement, Personnel Relations, and Transactions & Records Branches. All of our contacts in these branches are very cooperative and generally give prompt attention to our problems and requests. We get excellent service particularly from Mr. [REDACTED]

25X1A

25X1A

2. In the way of constructive criticism I would like to mention the following problems which I feel should receive more attention at the policy and planning level in the Personnel Office:

a. We realize that recruiting for clerical hands is a difficult task for all government agencies, especially for CIA where the security clearance is an added obstacle. OCD, I presume, has received its fair share of the new clerical people coming into the Agency, but the number is still far short of the total needed. We have presented our problem to Personnel repeatedly, and each time get immediate but temporary results in the form of 10 or 20 names of prospects recruited especially for us. Since these names produce relatively few bodies, we make very little progress with filling our vacancies. Last November, after a careful study in OCD, we informed the AD (Personnel) that we needed a minimum of 20 fully cleared clerical people each month for the rest of the fiscal year to fill critical vacancies and provide for turnover. As far as I know, there was no long range planning by Personnel to determine to what extent they could meet this requirement.

The Personnel technicians would assist the operating offices considerably if they could estimate and report their recruiting capabilities for a 6 or 12 months' period. If our offices had some idea of what to expect in the way of clerical help a few months in advance, they could do a far better job of allocating personnel and adjusting workloads. I believe it would help if the Personnel Office coordinated its plans and schedules more closely with the administrative people at the Office level.

b. Personnel policy has never permitted offices to interview applicants for clerical jobs. We meet new clerks for the first time on the day they report to us for duty. With no prior knowledge of their qualifications, experience, or personal desires, we are expected to place them in jobs suitable to the individuals and to us. Too frequently, under this system, it is impossible

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to do a good job of placing people, and we find that we have disgruntled employees on our hands. The Personnel Office has never been receptive to any change in this policy.

c. The present procedures in the Personnel Office keep the Procurement people too far removed from our administrative and operating chiefs. The Personnel Placement Staff is charged with coordinating and relaying all of our recruiting requirements. There is little or no direct exchange of ideas or information between the recruiters and us. We can only guess at the success or failure of recruiting efforts made in our behalf. Unofficially, we learned of instructions to field recruiters to reject female applicants over 35 years old for clerical jobs. We disagree with this policy, and believe it is not sound in view of the critical shortage of help in this field. Such policies lead to misunderstandings and friction between the Personnel Office and operating offices when they are put into effect with no explanation or discussion.

d. During the last 12 months, Personnel has sent to us [redacted] 25X9
clerical and machine people; OCD has recruited [redacted] more. 25X9

3. The following members of the Administrative Staff handle personnel matters:

[redacted] Administrative Assistant, GS-9

[redacted] Personnel Clerk, GS-6, (full time)

[redacted] Clerk, GS-4, (part time)

[redacted] Administrative Officer, GS-11,
(classification matters only)

[redacted] Administrative Officer, GS-13,
(part time, as head of the Administrative Staff)

25X1A

[redacted] 25X1A

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